

## Family and Social Services Administration

**POLICY TITLE:** Alternative Work Schedules (AWS)

**PURPOSE:** To set hours of operation and establish a process by which employees may work alternative work schedules that differ from normal business hours and enhances operational needs of the agency. This policy is consistent with and does not supersede the SPD Hours of Work & Overtime Policy located at <https://www.in.gov/spd/files/Hours-of-Work-and-Overtime-Policy-11-27-16.pdf>

**STATEMENT POLICY:** Regular attendance and punctuality are an important part of each state job, and the Secretary will determine work schedules necessary for the operation of the agency. It is the policy of the Family and Social Services Administration to allow employees some flexibility in determining their hours of work. Employees will have the option of working normal business hours, fixed flextime hours, or alternative work schedule as long as the schedule enhances the operation of the Agency. Full-time schedules shall equal seventy-five (75) hours in each biweekly pay period unless otherwise approved by the State Personnel Director and State Budget Agency in accordance with 31 IAC 5-7-8(b) or by Financial Management Circular. In addition, all overtime-eligible employees shall not be scheduled for nor work more than 40 hours in a calendar week without authorization.

### DEFINITIONS:

**AWS Nine Day Work Period:** A fixed work schedule of at least 75.00 hours worked in nine days over a ten day pay period.

**AWS Four Day Work Week:** A fixed work schedule of at least 37.50 hours worked in four days of each week of the two week pay period.

**Fixed Flex Time:** A work schedule of 7.5 hours per day with a fixed start and end time other than 8:00 a.m. to 4:30 p.m.

**Business Hours:** A work schedule consistent with the State business hours of 8:00 to 4:30 p.m.

**NOTE:** Saturday and Sunday cannot be used to meet the hours required for the alternative work schedule.

## **FSSA AWS PROCEDURES AND RESPONSIBILITIES:**

Management shall be responsible for an ongoing assessment of the operational impact of this policy. This review will include the consideration of delivery of services and availability of appropriate supervision. Management will accommodate alternative schedules as long as quality, timeliness, and/or cost of delivery of services are enhanced by the new schedule. Schedules may vary among departments depending on support, supervisory availability, and/or public service responsibilities.

An employee request for approval of an alternative work schedule must be submitted to his/her supervisor on an official request form. Employees must choose one of the following three options: fixed flextime schedule – which includes a standard business hours schedule of 8:00-4:30 daily, AWS consisting of a nine work days per pay period, or AWS consisting of a four work days per work week. Employees have the option of taking an hour lunch or half-hour lunch period. Employees are expected to stay on the chosen lunch period for the full quarter. Lunch periods are only available during the hours of 11:00-1:30.

Supervisors will carefully review each alternative work schedule request and approve only those that appropriate for the work situation. It is the discretion of each supervisor whether an alternative work schedule is appropriate given the work performed under his/her supervision. Final approval will rest with the division director.

Enrollment in an Alternative Work Schedule will be available four times a year. Enrollment will occur during the month before the first month of each of the following quarters: January-March, April-June, July-September, and October-December. Employees on the AWS are expected to remain on the AWS schedule throughout the quarter unless an emergency occurs. Employees must request suspension of the AWS in writing. Changes in Fixed Flexed schedules must also be requested in writing and will be considered at any time.

### **The employee is responsible for:**

- Completing and submitting AWS request form to his/her supervisor for review and approval.
- Receiving supervisory approval before starting to work an AWS.
- Adhering to the specific AWS he/she selected on the request form.
- Adhering to the specific lunch schedule he/she selected on the request form i.e., returning to work on time, not eating the lunch time meal during regular work hours, etc.
- Altering the AWS schedule so that if the off day occurs on an official state holiday, the off day will be moved to another day in the same week; **weekly totals should still match the chosen schedule.** In addition, when a vacation, sick, personal, or FML day (days) is used, the weekly total should match the chosen schedule. Vacation, sick, personal, or FML time taken on an AWS day must match the number of AWS hours scheduled for the day.
- Submitting a written request to his/her supervisor if he/she wishes to discontinue the selected AWS schedule.
- Changing his/her Voice Mail message to reflect the employee's absence on the AWS day off.
- Working all scheduled hours and/or complying with notice requirements for requesting use of leave.

- Answering his/her workstation phone during all AWS hours including those hours that may extend before or after the regular business hours of 8:00-4:30. Full service delivery is expected during the 75 hour AWS pay period.

**The Supervisor is responsible for:**

- Recommending approval or denial of employee requests to participate in the AWS program within five working days.
- When necessary, giving preference for a selected schedule to the employee who has greater seniority within the assigned work group.
- Determining if off days should be limited to a specific day for employees within his/her scope of authority.
- Ensuring that an adequate number of the department/division staff members are scheduled to work every day during affected pay periods.
- Monitoring the participating employee's work schedule to ensure that for overtime eligible staff seventy-five (75) hours are scheduled (and worked as scheduled) over a period of at least nine work days during each pay period, and that no more than forty (40) hours are scheduled or worked during any one work week, unless overtime has been authorized; and for non-overtime eligible staff at least seventy-five (75) hours are scheduled (and worked as scheduled) during each pay period.
- Ensuring that the participating employee adheres to the specific AWS and lunch period he/she selected on the request form. Ensuring that the AWS schedule is altered so that if the off day occurs on an official state holiday, the off day will be moved to another day in the same week, weekly totals should still match the chosen schedule.
- Making appropriate arrangements to meet deadlines for completion of timesheets.
- Allowing employees to discontinue his/her selected AWS schedule at any time upon receipt of his/her written request to do so and completion of the pay period.
- Ensuring that all schedules are maintained and communicated by the supervisor to ensure work staff are aware of one another's schedule.
- Ensuring that all position descriptions and performance appraisals for staff are up to date.
- Ensuring that all required management training courses have been completed.

**Agency is responsible for:**

- Supervision will be provided at all times during the building hours of 7:00 a.m. to 5:30 p.m.
- Management reserves the right to terminate alternative work schedules and half-hour lunch periods for operational reasons.

- For employees on the alternative work schedule, attendance reports and PeopleSoft Time & Labor must accurately reflect ACTUAL HOURS WORKED on each day of the pay period.
  - Total pay period hours for full time permanent employees must equal at least seventy-five (75).
  - Time for each day must be in hours and minutes.
  - Increments of time can be no smaller than fifteen (15) minutes.
  - Supervisors must verify the accuracy of all time sheets they approve/sign.
  - Attendance reports for employees on this program will be due to payroll at the same time those attendance reports for employees on the regular schedule.
  
- For employees with an alternative work schedule, if their off day falls on an official state holiday, the off day must be changed to another day in the same week.
  
- Vacation, sick and personal leave will accrue at the same rate for those employees who are on the alternative schedule as for those employees who are on the regular schedule.

## FREQUENTLY ASKED QUESTIONS

1. 9 day pay period scenario – is it possible to move a scheduled day off from the first week to the second week if operation need caused me to work the first week? **If there is an unexpected need and there is no impact to operations your manager will have the flexibility to adjust your work schedule.**
2. Will job seniority in the Work Group be used in the approval process of AWS requests? **Yes, your state hire date within the Division work group will be the primary factor in the decision making process.**
3. If a new employee transfers in from another agency, will their seniority bump me out of an approved AWS schedule? **No, if you have an approved AWS a transferred employee would receive approval if it their request did not impact operational need.**
4. If I work with my Manager, can I develop a schedule that best meets my needs and does not impact operational need? **The intent of the policy is to allow you to work an alternative work schedule that enhances operational need. If you and your Manager collaborate to determine if a solution is available, then approval should be the outcome.**
5. May I work standard business hours and take a 30 minute lunch, banking 30 minutes per day and leave early on Friday? **The intent of the policy is to make available a 4 day work week or 9 day pay period. There are no other optional combinations identified at this time. One of the goals of the policy is to keep the AWS process minimal for the Manger to monitor.**
6. Will there be any pay periods that my selected Alternative Work Schedule may be prohibited. **Based on your Work Group there may be time periods where operational need limits the availability of days when ASW can be accommodated.**
7. Are there any days during the pay period that I may be prohibited from selecting as a day off? **Based on your Work Group there may be time periods where operational need limits the availability of days when AWS can be accommodated, i.e. Calendar year end and fiscal year end.**

8. Instead of selecting an Alternative Work Schedule, I have an abundance of accrued vacation time, can I work three 10 hour days and take a vacation day every Friday? **The AWS policy is not intended to be a tool to utilize your accrued benefit time. Paid time off is better used for a longer rest period.**
  
9. Can my AWS off day be used to cover hours for a Holiday? **Yes you may utilize your scheduled day off to cover for the Holiday.**
  
10. Can my started time be changed to earlier than 7:00am? **There is the possibility that based on assigned work location that start time may be adjusted based on operational need. Remember that the core business hours for the Agency is 8:00am – 4:30pm and that there must be coverage to accommodate the public.**

The Alternative Work Schedule Request Form can be found on The Hub under Human Resources > Policies > FSSA administrative policies and procedures

<https://www.in.gov/fssa/thehub/2670.htm>



**ALTERNATIVE WORK SCHEDULE REQUEST FORM**  
 Revised 07/25/2018  
**Family and Social Services Administration**

  

Employee Name:

Date:

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PeopleSoft ID:

Type of request:

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Division:

Are you Over-Time eligible?  Yes  No

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**SCHEDULE REQUEST**

I REQUEST A PAY PERIOD SCHEDULE AS FOLLOWS:

If an employee is over-time eligible, no more than forty (40) hours per week may be scheduled.

Week 1:

|                     | Monday  | Tuesday   | Wednesday   | Thursday  | Friday  | Total |
|---------------------|---|---|---|---|---|-------|
| Start:              | <input style="width: 40px; height: 20px;" type="text"/> |       |
| Lunch Start:        | <input style="width: 40px; height: 20px;" type="text"/> |       |
| Lunch End:          | <input style="width: 40px; height: 20px;" type="text"/> |       |
| End:                | <input style="width: 40px; height: 20px;" type="text"/> |       |
| <b>Total Hours:</b> | Off   | Off   | Off   | Off   | Off   | 0     |